

MONROE COUNTY

JOB DESCRIPTION

| | | |
|---|----------------------------|----------------------------|
| Position Title: ADMINISTRATOR LIBRARY HEADQUARTERS | | Date: Sept 16, 1998 |
| Position Level: 10 | FLSA Status: Exempt | Class Code: 10-18 |

GENERAL DESCRIPTION

Primary function is to manage the Key West Library which includes supervising and evaluating staff.

KEY RESPONSIBILITIES

1. Assist the Library Director in the formulation of goals and objectives for the Library System.*
2. Supervise, train and evaluate staff.*
3. Manage the collection development at the Key West branch and assist at all other branches.
4. Assists in budget preparation.
5. Assist the director with planning and the formulation of goals and objectives for the Library System..
6. Interpret and explain policies and regulations to the staff and public.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

| | | |
|--|--------------------------|---------------------------|
| Position Title: ADMINISTRATOR, LIBRARY HEADQUARTERS | Class Code: 10-18 | Position Level: 10 |
|--|--------------------------|---------------------------|

| KEY JOB REQUIREMENTS | |
|--|---|
| <i>Education:</i> | Master's Degree required. Major(s) required: Library Science. |
| <i>Experience:</i> | 3 to 5 years. |
| <i>Impact of Actions:</i> | Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions. |
| <i>Complexity:</i> | Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations. |
| <i>Decision Making:</i> | Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions. |
| <i>Communication with Others:</i> | Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures. |
| <i>Managerial Skills:</i> | Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit. |
| <i>Working Conditions/Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. |
| <i>On Call Requirements:</i> | None. May require evenings and Saturdays. |

| APPROVALS | | |
|------------------------------|------------------|-------------|
| <i>Department Head:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>Division Director:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>County Administrator:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____